



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410
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JAMES V. PERDUE
COMMISSIONER

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION
EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE: Fiscal Manager IV **NUMBER:** 16-12
JOB CODE: K6000 **DATE:** 2/26/16
SALARY RANGE: 84 (\$69,098.40 - \$105,403.20) **PCQ#:** 8836135
JOB LOCATION: Department of Mental Health
RSA Union Building
100 North Union Street
Montgomery, AL 36130-1410

MINIMUM QUALIFICATIONS: Bachelor's degree in Accounting OR a bachelor's degree in any other field that includes the completion of at least 27 semester hours of accounting courses, preferably supplemented by professional certifications in accounting OR current status as a Fiscal Manager III or Accounting Manager, plus experience (60 months or more) in professional accounting, which must include considerable (48 months or more) supervisory experience.

KIND OF WORK: This is advanced professional and administrative work providing fiscal and contract management, compliance monitoring, and general oversight of the Alabama Department of Mental Health (ADMH) MI Facilities, MI Community Programs and SA Community Programs Annual Budget and Operations Plan. The person in this position will work under the supervision of the Associate Commissioner of Mental Health and Substance Abuse Services (MHSA) and assist the Associate Commissioner in the accurate presentation of all MI and SA fiscal and performance information. Work involves evaluating and providing analysis on annual budget requests and annual operations plan in accordance with applicable DMH policies and procedures; evaluating and providing analysis on each MI Facility's Monthly Financial Status Report utilizing State Finance Department guidelines and applicable ADMH policies and procedures; and provide assistance/guidance to MI Facility Business Managers and the MI and SA Fiscal Managers, as appropriate in applicable policies and procedures to help ensure accurate and timely submission of financial information. The person in this position will be responsible for providing assistance to the ADMH Chief Financial Officer and ADMH Budget Officer as directed to help facilitate the budgeting/financial management process; and, provide suggestions as appropriate to the Associate Commissioner for MHSA and the ADMH Chief Financial Officer for systemic changes to the financial reporting process and assist in its implementation in order to improve the accuracy and timeliness of MI facility and MI and SA Community Programs financial reports. The person in this position will exercise direct supervision over the Fiscal Managers for SA and MI Community Programs. This position will complete special projects and other assigned duties.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of and ability to use Accounting principles and Business Management. Knowledge of accounting practices and experience in the areas of accounting, public sector budgeting and contract management. Knowledge of State fiscal procedures. Knowledge of ADMH fiscal policy and procedures for operations of fiscal responsibilities. Knowledge of federal and state laws as they relate to fiscal operations of a government body. Ability to analyze situations, rules, regulations, policies, and procedures, and formulate an effective course of action. Ability to maintain accurate financial records and develop reports. Ability to communicate effectively verbally, electronically and in writing. Must possess knowledge and ability to operate a personal computer and various Microsoft Office Software programs, to include proficiency in Excel and the Internet. Working knowledge of the State of Alabama's automated accounting/financial system is desirable.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

DEADLINE: March 25, 2016